

14-16. Demand Letters (1200 TN 350 14-16)

1. **AUTHORITY.** Pursuant to the Comprehensive Environmental Response, Compensation and Liability Act, as amended, including section 107, to prepare, sign and issue demand letters to responsible parties.
2. **TO WHOM DELEGATED.** Director, Hazardous Site Cleanup Division (HSCD); associate director, Office of Enforcement, HSCD.
3. **LIMITATION.** The delegates must consult with the regional counsel prior to exercising this authority.
4. **REDELEGATION AUTHORITY.**
 - a. This authority may be redelegated to the branch chief level and no further. This authority may not be redelegated without formal amendment.
 - b. An official who redelegates an authority retains the right to exercise or withdraw the authority. Redelegated authority may be exercised by any official in the chain of command down to the official to whom it has been specifically redelegated.
5. **ADDITIONAL REFERENCES.**
 - a. Section 104, 106, 109, 113, and 122 of CERCLA.
 - b. All applicable U.S. Environmental Protection Agency guidance and directives.
6. **SUPERSESSSION.** Delegations Manual, CERCLA, Regional Delegation 14-16. Demand Letters, 1200 TN RIII-164, (September 1, 2005).

Date 1/13/2017Shawn M. Garvin
Regional Administrator